



FAST TRACK REVIEW

APPLICATIONS

NOT ACCEPTABLE FOR FAST TRACK REVIEW:

- ✓New Single Family homes
- ✓LSM permits
- ✓Sign Permits
- ✓Applications needing SEPA
- ✓Projects in WD (Waterfront) zones
- ✓**Projects that include exterior work or additions to buildings located in the CBD, JBD, NRH, RH or TL zones, or in the LIT, PR, & RM zones in the Rose Hill Business District.**
- ✓**If area of all appurtenances and screening exceeds 10% of the total area of building footprint**
- ✓**Rooftop Appurtenances that exceed Height limit by more than 4 feet**
- ✓**If changing exterior lighting in the Rose Hill Business district (an Exterior Lighting Plan will be Required)**
- ✓Pole and metal buildings
- ✓Mechanical work in hospitals, clinics and labs
- ✓TI's in H & I occupancies
- ✓TI's with exiting changes beyond minor, or changes in use
- ✓Projects requiring Fire Department review
- ✓Wireless facilities
- ✓Projects in RSX 35, RS 35, and PLA 16 zones within the Bridle Trails Neighborhood located north of Bridle Trails State Park

THE FOLLOWING APPLICATIONS ARE ACCEPTABLE FOR FAST TRACK REVIEW for either a Single Family Addition/Alteration or a Commercial Tenant Improvement. PLEASE NOTE THE EXCEPTIONS:

- ☐ 1. Additions or garages under 500 sq. ft. that don't qualify as Express Permit: (Second story or engineered)
 - a. If in or near sensitive areas, must be SEPA exempt.
 - b. ABEs may be required.
- ☐ 2. Other small projects (such as decks, sheds, repairs, and/or maintenance). In or Near sensitive areas – must be SEPA exempt.
- ☐ 3. Rooftop appurtenances without screening.
- ☐ 4. Rockeries up to 8 ft. - Rockeries cannot be used as retaining structures. (Rockeries will need to meet all City departmental standards)
- ☐ 5. Retaining walls up to 8 ft. without shoring.
- ☐ 6. TI's up to 5000 sq. ft. without a change in use and with only minor exiting changes. (Including restaurants with Health Department Approval)
- ☐ 7. Slab on grade greenhouse additions under 500 sq. ft.
- ☐ 8. Outdoor single family swimming pools

For projects in or near a sensitive are:

- a. If in a Moderate Landslide hazard area or a Seismic area, a geotechnical report may be required.
- b. In a stream or wetland buffers or High Landslide hazard area, only repair and maintenance projects will be processed as "Fast Track" permits.

Note: If the addition and/or alteration is attached to the existing structure or within 10 feet of the existing structure, you will be required to show exterior wall details (i.e., windows, doorways, steps, decks, etc.) of the existing structure and use of the rooms and area.

Note: You must complete the appropriate application form for your project. It will be either a Single Family Addition/Alteration application, a Commercial Tenant Improvement application, or a Mechanical application.

For further information, please contact the City of Kirkland Building Department at 425-587-3600, Public Works Department at 425-587-3800, or the Planning Department at 425-587-3225.

NOTE: Permit Applications requiring plan review are accepted: Monday-Tuesday-Thursday-Friday 8:00-4:00, **Wednesday 10:30-4:00**